**ARIZONA DEPARTMENT OF ADMINISTRATION**
**INFORMATION SERVICES DIVISION**

# Installation Instructions
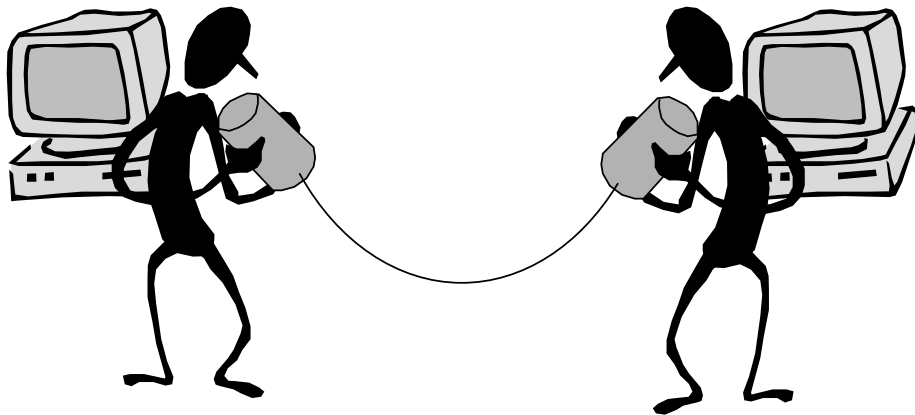
for the

# Virtual Private Network (VPN)

# Table of Contents

# I.    Overview

The Arizona Department of Administration's (ADOA), Information Services Division, has a system in place to make communications readily available with ADOA and other agency resources.

This system provides connectivity to the State's network from any remote PC.  It furnishes the remote user with the same functionality as if directly connected to the State's network.  Remote users connect to the Internet through an Internet Service Provider (ISP) and, using software supplied by ATS, are allowed to connect to the State's network.  The connection through the Internet is encrypted for security of data and information being transferred.  It's like having a private tunnel on the Internet.  The system also provides authentication, authorization and accounting for remote access users.

# II.    Requirements

The Nortel Networks Extranet Access Client is used for remote access capabilities. These are the requirements for using Extranet.

- A working connection to an Internet Service Provider (ISP).

- Windows 95 users will need the Microsoft Dial-up Networking Update 1.2 or later and may need the Microsoft Windows TCP/IP Sockets upgrade.  These are provided at an ISD web site.  Instructions will be given for installing.

    - Windows 95 versions 950 and 950A require the Microsoft Windows Sockets upgrade that is provided at an ISD web site.  Instructions will be given later for installing.

    - Windows 95 version 950B does not require the Sockets upgrade.

    - To verify your version, click the **Start** button then choose **Settings**, **Control Panel** and **System**.  Check the version number in the middle of the screen.

- Windows 98, 2000 and NT systems do not require the Windows Sockets or Microsoft Dial-up Networking upgrades.

One of the reasons for using remote access to the State's network is for telecomputing. These are the requirements specific to telecomputing.

- Your ISP must either provide dynamic IP addresses to the remote PC upon connection, or assign a static IP address to the PC.

- Your ISP needs to allow the use of Virtual Private Network (VPN) software and not discourage the use of VPN software by means of proxy and firewalling techniques.

- VPN connectivity is available from a Microsoft Windows based PC only.  Support is not available for Macintosh, UNIX or other client platforms.

## III.     Installation

1.      Create a new folder named *VPN* on your hard drive.

### Windows 98, 2000 or NT Users:

Proceed to page 4 to install the Extranet.

### Windows 95 Users:

Follow these instructions to download files from the ISD web site to upgrade your Windows 95 with the correct TCP/IP Sockets and Dial-up Networking.

**Important!**  Close all running programs before proceeding with the following instructions.

1.      If the Windows Sockets upgrade is not required, go to step 7 to update the MS Dial-up Networking.

   To upgrade the Windows Sockets,download the WSOCKUPD file from the ISD web site at: http://www.ats.state.az.us to your PC and save it in the *VPN* folder you created.

2.      Open the *VPN* folder.

3.      Double-click on the *Wsockupd* icon to install the upgrade.  The following window will appear:



**Windows 95 Update.**

This program updates Windows 95 Socket API. Do you wish to continue?

[ Yes ]   [ No ]

**Figure 1**

4.      Select [Yes].  The installation program will copy files to your PC.  When completed, the window shown in Figure 2 will be displayed.



**Windows 95 Update.**

Update complete!

[ OK ]

**Figure 2**

5.      Select [OK].

6.      You will need to restart your PC.  From the **Start** menu, select **Shut Down**, **Restart**.

7.      Download MSDUN13 from the ISD web site at:  http://www.ats.state.az.us  to your PC.  Save it in the *VPN* folder.

8.      Open the *VPN* folder.

9.    Double-click on the *MSDUN13* icon to install.  The following window will appear:

**Microsoft Dial-Up Networking 1.3**

? This will install Microsoft Dial-Up Networking 1.3 for Windows 95. Do you wish to continue?
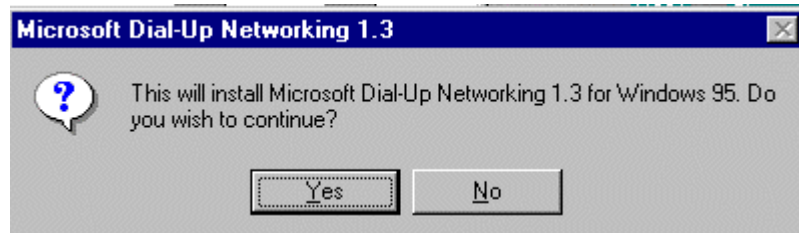
[ Yes ]    [ No ]

**Figure 3**

10.    Select [Yes] to execute.

11.    A license agreement window will be displayed, select [Yes] to continue.

12.    The installation program will copy key files to your PC, during which you will be prompted to provide the Windows95 media (CD or floppy diskettes).  Follow the instructions to complete the installation of the Microsoft Dial-up Network Update.

13.    The installation will prompt for the PC to be rebooted.  Select [Yes] to finish the installation.

*Installation of the Windows 95 update is complete.*

***Proceed with the installation of Extranet on the next page.***

## Install the Extranet Access Client:

1.  From the ISD web site, http://www.ats.state.az.us download one of the following to your PC and save it in the *VPN* folder.

    | For: | Download: |
    |------|-----------|
    | Windows 9X and NT | eac251d |
    | Windows 2000 | eac262d |

2.  Open the *VPN* folder.

3.  Double-click on the *eac251d* or *eac262d* icon.

4.  The window shown in Figure 4 will be displayed.



**Figure 4**

5.  On the window that follows, select [Next] to begin the installation process.

6.  Select [Yes] to accept the License Agreement.

7.  Select [Next] to accept the default installation directory.

8.  Select [Next] to accept the default menu folder.

9.  Select [Next] to begin copying files.

    The installation process will copy files to the PC and make configuration changes to the Network settings within Control Panel related to VPN support.

10. After reading the Readme file select [Next].

11. Select [Finish] to restart the PC and complete the installation.

*Installation of the Extranet Access Client is complete.*

**Continue to Section IV.**

*The next process requires the **Group ID, Group Password** and the **User Name** to be entered.  Be sure to obtain this information by contacting 602/542-2800 before proceeding.*

## IV. Configuration

1. After the PC has restarted, click on the **Start** button then select **Programs**, **Bay Network**, **Extranet Access Client**.

2. The window in Figure 5 will be displayed prompting the use of the Connection Wizard to create a connection. Select [No] to continue with the configuration.
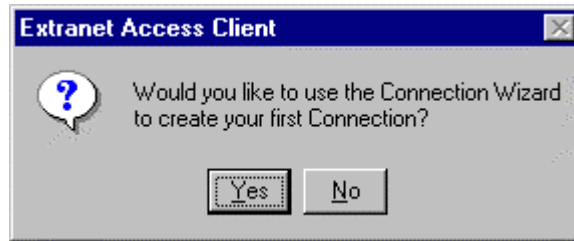


**Figure 5**

3. Select *Options, Authentication Options* from the menu.

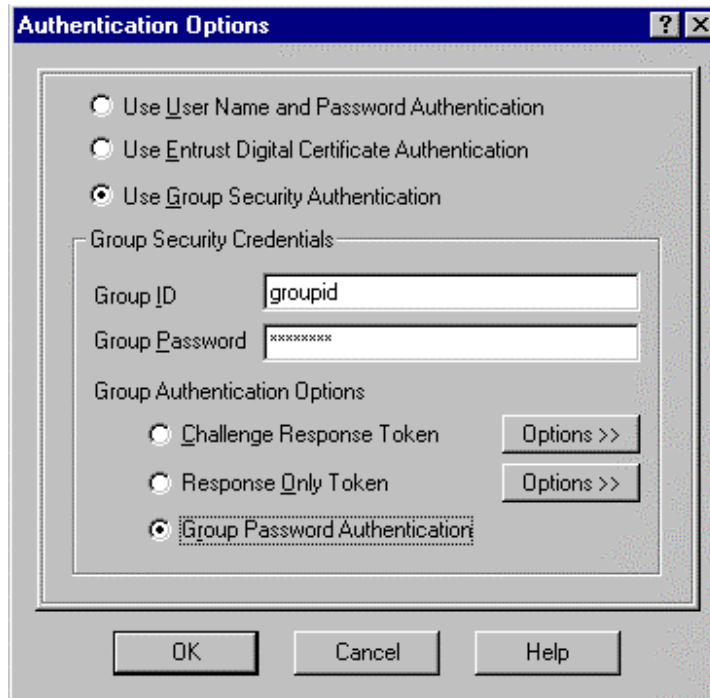4. On the window referred to in Figure 6, select *Use Group Security Authentication* as shown.



**Figure 6**

5. Enter the *Group ID* in the Group ID field (see Figure 6).

6. Enter the *Group Password* in the Group Password field (see Figure 6).

7. Under Group Authentication Options, select *Group Password Authentication (see Figure 6).*

8.  Select [OK] to continue.  Figure 7 below, will be displayed on the PC with the fields blank.
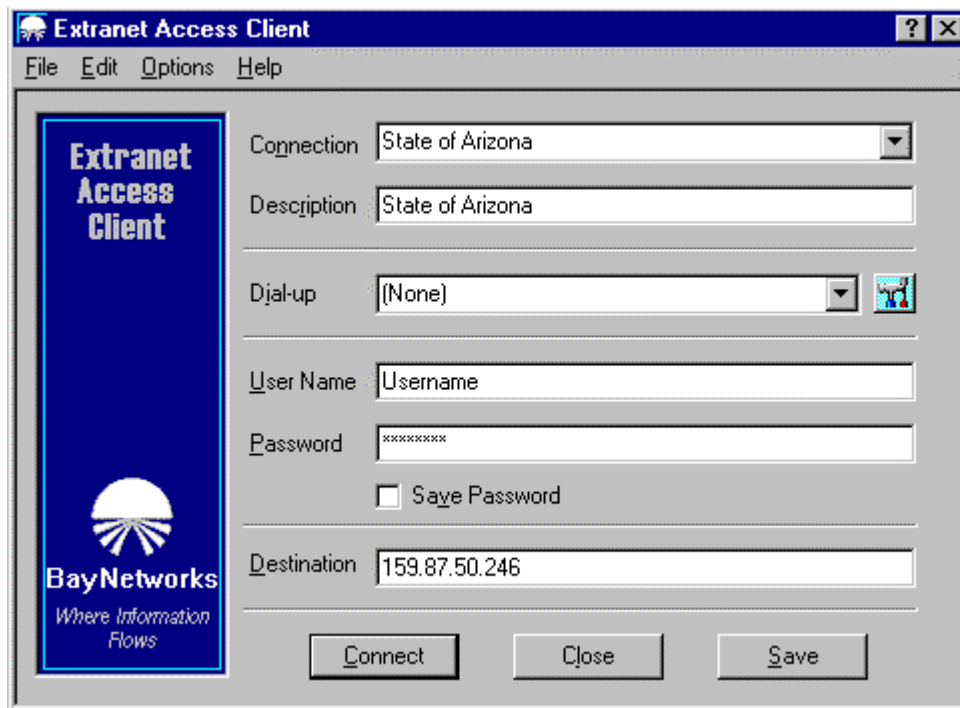


**Figure 7**

9.  Enter *State of Arizona* into both the Connection and Description fields as shown in Figure 7.

10. Leave the Dial-Up field settings at the default, as shown in Figure 7.

11. In the User Name field enter the User Name supplied.

12. Enter 159.87.50.246 in the Destination field, as in Figure 7.

13. Click on [Save].


**NOTE to Windows 2000 Clients:**

You may need some additional configuration steps.  If you experience any problems please call (602) 542-2800 during business hours.


*Configuration of the Extranet Access Client is complete.*

## V.    Operations

**Connecting to the Extranet.**

To connect to the Extranet, follow the steps below.

1.   Connect to the Internet using your existing ISP connection.

2.   Click on **Start**, **Programs**, **Bay Networks**, **Extranet Access Client** to view the following window.
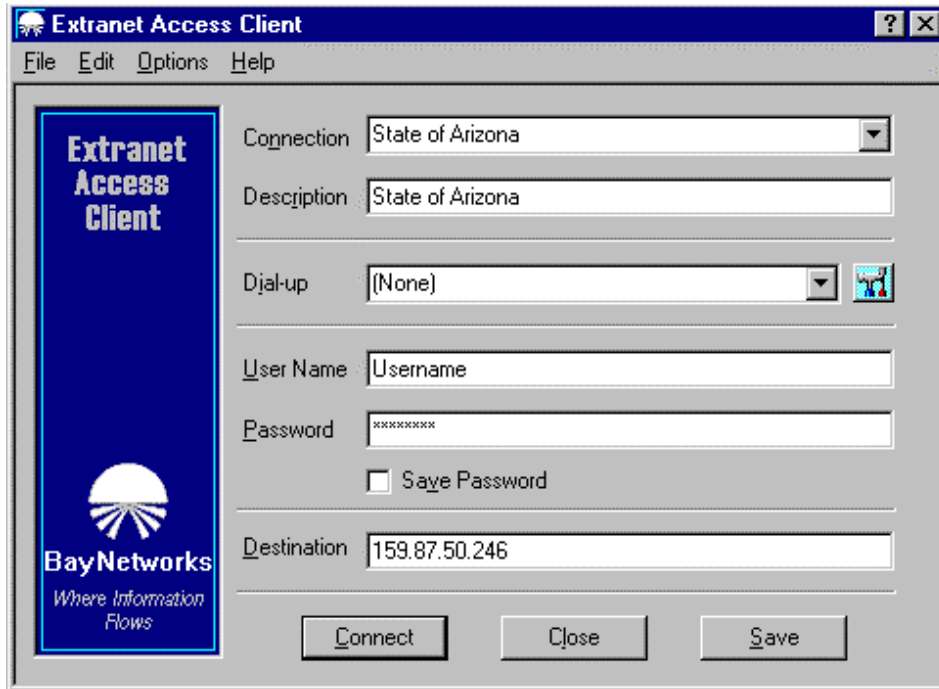


**Figure 8**

3.   Click the [Connect] button (refer to Figure 8).

4.   The Extranet Access Client will connect to the State's network, and upon successful connection will display the Security Banner shown in Figure 9.
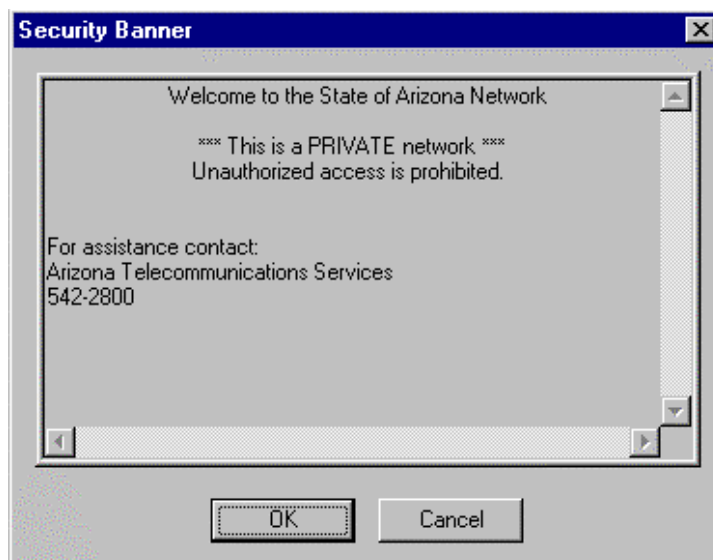


**Figure 9**

5. Click [OK] to continue. The remote PC is now connected to the State's network, and can function as if directly connected.

You can run applications or connect to the mainframe. The applications you run remotely depend upon your business needs, and upon availability of the application within your business unit.

## Disconnecting from Extranet

To disconnect from the Extranet, follow the steps below.

*It is important to close all applications located on the State's network before disconnecting from the Extranet. Close any files that may be open (e.g. connections to the Mainframe or other host system, and any e-mail clients that may be running).*

*FAILURE TO CLOSE THESE APPLICATIONS BEFORE DISCONNECTING CAN CAUSE THE REMOTE PC TO SHUTDOWN UNEXPECTEDLY.*

1. Find the Extranet Access Client icon in the system tray at the right of your **Start** Task Bar. Refer to Figure 10 to identify the icon.
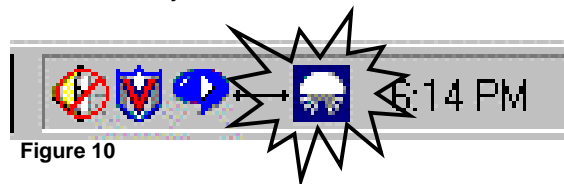
**Figure 10**

2. Right-click on the icon, and select *Disconnect.*

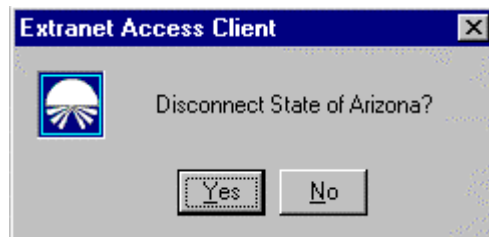3. The window in Figure 11 will be displayed.

**Figure 11**

4. Select [Yes]. The remote PC is now disconnected from the State's Network.

## VI.    Support

Have questions?  ISD supports the Nortel Networks Extranet Switch and client software as well as associated security protocols (e.g. the RADIUS authentication, authorization, accounting, etc.).

ISD does not support the remote ISP connection to the Internet, or the applications.

## VII.    Technical Information
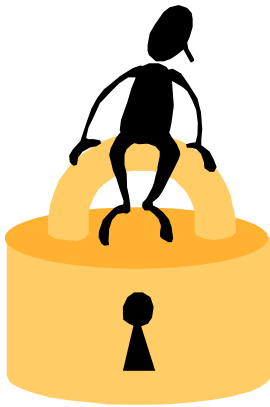
Nortel Network's Extranet Switch provides the Virtual Private Network (VPN) connectivity to the State's network from a remote PC.

Security across the Internet is accomplished through the use of Internet Protocol Security, Triple Data Encryption Standard (IPSec 3-DES), a U.S. Government standard for data encryption.

User verification and security is accomplished through use of Remote Access Dial In User Services (RADIUS), an Internet Engineering Task Force and industry standard.